

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: APRIL 6, 2016
CLOSING DATE: APRIL 12, 2016

DEPARTMENT: County Attorney

POSITION: Legal Secretary Senior

LOCATION: Globe

JOB CODE: 16-027

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$34,325.00-\$36,899.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to enhance the success of the County Attorney through administrative support. This position maintains files, prepares case files for trial, arranges interviews, prepares documents, maintains the assigned prosecutor's calendar, and supplies sentencing minute entries to relevant parties.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Answers and routes incoming calls; responds to inquiries; replies to emails; communicates with County department heads, elected officials, State agencies, hospitals and behavioral health organizations, witnesses, court administrators, attorneys, victims, victim representatives, law enforcement agencies and the public regarding cases.	20%
<ul style="list-style-type: none">Opens and maintains case files on defendants; updates files with current minute entries, pleadings, and motions; prepares case files for trial; maintains up-to-date case list and prepares legal pleadings for criminal and civil procedures, forfeiture documents, and correspondence to law enforcement, the courts and other attorneys; processes invoices from mental health treatment centers for payment.	20%
<ul style="list-style-type: none">Files, copies and distributes legal pleadings and documentation, updates prosecutor's calendar with court dates and trials. Calendars incoming court documents and minute entries; schedules interviews with victims, witnesses, police officers, defense attorneys, prosecutors and investigators; schedules oral arguments, hearings and conference calls; coordinates schedule changes. Drafts email to attorneys, personnel, victims and relevant agencies to coordinate the flow of calendar events.	20%
<ul style="list-style-type: none">Arranges interviews of witnesses and officers and prepares correspondence including victim letters, opinions for department heads and elected officials, and letters to attorneys and defendants; drafts emails to coordinate the flow of calendar events; prepares letters to request certified documents from other governmental agencies or courts in relation to criminal or civil cases.	10%
<ul style="list-style-type: none">Prepares and issues subpoenas for witnesses, ensures witnesses are served; may make travel arrangements/hotel accommodation for witnesses; ensures witnesses have been notified; maintains case status information and contact with witnesses and interested parties; notifies witnesses and/or other involved parties of case disposition.Prepares summons and indictments, long-form complaints, subpoenas for trial and certificates of service.	10%
<ul style="list-style-type: none">Mails victim impact notifications, hearing notices, post-conviction notices to victims, certified mailings of summons and indictments; distributes victim brochures to appropriate agencies.	10%
<ul style="list-style-type: none">Supplies sentencing minute entries to relevant parties and closes files upon case resolutions.	10%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and responds to public inquiries.

Continued on page 2.....

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters and court pleadings.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED

Associates Degree

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service, training, English language and composition, law and government.

SKILLS REQUIRED

Active learning, active listening, critical thinking, reading, customer service, problem recognition, problem solving, typing and data entry.

ABILITIES REQUIRED

Find directions and current locations, focus, multi-task, react in a calm and timely manner, follow orders

PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Routinely sits to operate special equipment, to complete a program, to attend to reception areas; constantly sits to attend to other duties.
- Constantly lifts under 10 lbs., rarely lifts up to 25 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to rarely bend and twist to reach and grab work related materials.

WORK ENVIRONMENT

Incumbents in this position generally works in an office environment and may occasionally spend time in lobby environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare occasions, incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens, physical danger.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.